

Section 6

After your placement

The aim of this section is to

- Learn how to maximise the opportunities from your placement
- Explain why it's important to update your CV
- Where to get further help with your career

Feedback

At the end of your placement, both you and your employer will be asked to provide feedback on your work experience placement. You will be emailed a Student Evaluation Form by Jenny Barnes, the Work Placement Officer. It is important that you complete this form and return it to the college as soon as possible but within 1 week of your placement end date.

If you do not receive this form please email the Work Placement Officer

barnesj@citybathcoll.ac.uk

HOW TO write a thank you letter

Following your placement it is a good idea to write a thank you letter to your employer.

Hints and Tips

Before you start to write the letter answer the following questions...

1. Name of the person most helpful on your placement eg supervisor

2. What was the key thing you learnt from your placement eg was it a particular skill, or did it help you to make you decide on your career choice etc.

3. What did you most enjoy about your placement?

Example of a thank you letter to employer

(Put the name and address of the person you are writing to here)

Name

Your address

Address 1

Address 2

Post Town

Postcode

(Put today's date in here)

Dear (name of employer or contact at employer)

WORK EXPERIENCE PLACEMENT

Thank you very much for allowing me to undertake my work experience at (*name of placement provider*). I would especially like to thank (*name of your supervisor*) for the help and support they gave me during my placement.

I found the placement really beneficial, one of the key skills I learnt was.....
(*describe what you learnt on your placement*). OR The placement really helped me to decide on my future career.

I specifically enjoyed(*put a specific thing you enjoyed here*).

Thank you again for giving me the opportunity to work with your organisation/company.

Yours sincerely

Signature

(Your Name)

Reflect on what you have learnt from your placement.

Have your career goals changed since undertaking your work placement?

If yes, in what way?

What action are you going to take to achieve your goal?

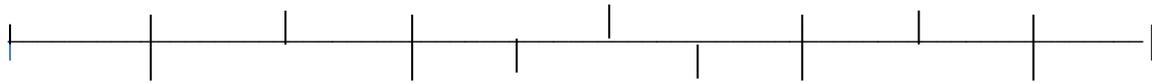
When are you going to achieve this?

Action

Date

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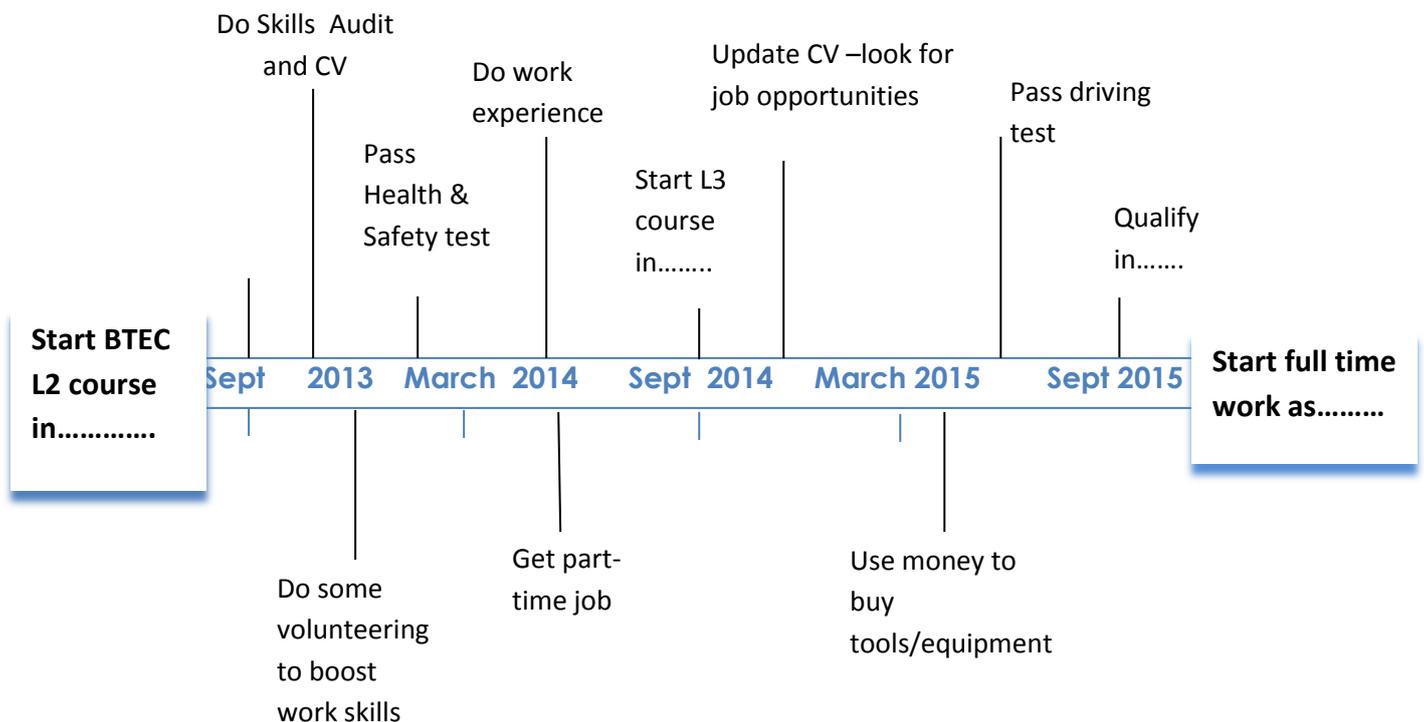
Use the information above to prepare a career time line - plot what you need to achieve and by when – *remember to update your plan regularly*



The easiest ways to prepare your career time line to start with your goal and then work backwards.

Remember to include other skills and qualifications which your employer will find desirable eg driving licence, first aid training, relevant work experience etc

Example of a career timeline



Congratulations, the skills you have gained from finding your own work experience placement can now be used to find the job you want. Who knows, like so many students you may have already been offered a job from your work experience employer.